

Grand Rapids Special Event Permit Application

Welcome to the City of Grand Rapids Office of Special Events! We are thrilled that you would like to host an event within our beautiful city and look forward to working with you to make sure your event is successful. **Before you begin to fill out the application, please review the *OSE Planning & Resource Guide*.** To assist you with the permit process, there is a checklist on page 5. If you have any questions, please do not hesitate to contact the Office of Special Events (OSE) at specialevents@grcity.us or 616.456.3378. Thank you for choosing to plan your event in Grand Rapids.

EVENTS + PEOPLE = COMMUNITY & VIBRANCY

Special Event Application and Permit Guidelines

- ▶ The Special Event Permit Application is due no later than **90 days** prior to the first day of your event
- ▶ Applications submitted less than 90 days will be subject to **late fees**: \$100 (85-60 days); \$200 (under 59 days)
- ▶ A **\$100 non-refundable, application fee** is due with the submittal of this application
- ▶ All fees including permits, site and services will be invoiced and must be **paid prior** to the event setup date
- ▶ Written requests for refunds will be consider based upon reason, date, and time of event cancellation. Events canceled 7 days before the event setup date will not be refunded
- ▶ A certificate of insurance in a minimum of **\$1,000,000 general liability** is required for all events
- ▶ **Community Notification is required** for all events 30 days prior to your event start date
- ▶ **Your event must be ADA accessible**
- ▶ Submission of this application in no way constitutes the City of Grand Rapids approval of the event. **All events require a permit** issued at the discretion of the Office of Special Events and the City of Grand Rapids after all requirements are met
- ▶ **Outdated versions** of the Special Event Permit Application or sections with **"TBD"** will not be accepted
- ▶ Organizations and Event Coordinators **are required to meet** with the OSE as part of the application process
- ▶ **Do not announce** your event date or location until you receive written approval from the OSE

Event Categories

The designation of an event as Commercial or Community (Co-Sponsored) will impact pricing. The OSE reserves the right to make the final event category determination. Please refer to the ***OSE Planning & Resource Guide*** for further details and fees.

Commercial Event

A "Commercial Event" is described as an event that **costs to attend or participate**; a **ticketed** event with the purpose to promote, for the monetary profit, gain or advantage, a business, product, services, commercial performance, venue, professional or college team or similar organization, or current or future for-profit event conducted by a private person or entity regardless of such person or entity's profit or non-profit status.

Community (Co-Sponsored) Event

A "Community Event" is described as an event that is completely **free and open** to attend or participate.

Event Planner Checklist

Use this tool as you complete the Special Events Permit Application Process



- ☐ I have read the **OSE Planning & Resource Guide**
- ☐ Application with \$100 non-fundable application fee *(due 90 days prior to desired event date)*
- ☐ Certificate of Insurance *(due 30 days before event date)*
 - ☐ City of Grand Rapids listed as certificate holder and as additional insured
 - ☐ Liquor Liability included
- ☐ Site Map *(separate attachment)*
 - ☐ Clear demarcation listed on page 5
 - ☐ Park shelter rental through Parks & Recreation *(616.456.3696)*
- ☐ Walk/Run route *(separate attachments)*
 - ☐ Diagram
 - ☐ Written detail + directions
- ☐ Event timeline *(due 30 days prior to event start date)*
- ☐ Community notification plan *(due 30 days prior to event start date)*
 - ☐ Copy of written neighborhood notification
 - ☐ List of residents and businesses with contact information to be notified
- ☐ Traffic Safety *(616.456.3066)*
 - ☐ List of requested street and/or sidewalk closures
 - ☐ Timeline of road closures & re-openings
- ☐ Parking Services *(616.456.3290)*
 - ☐ Parking meter hooding request form
 - ☐ Ramp/surface lot closure form
 - ☐ Validated parking ramp/lot tickets form
- ☐ Public Works clean-up plan *(616.456.3232)*
 - ☐ Refuse removal plan
 - ☐ Recycling plan
- ☐ Parks and Recreation restroom facilities *(616.456.3696)*
 - ☐ Portable bathrooms (Handicap units and hand sanitizer)
- ☐ Food and vendor list
 - ☐ Kent County Health Department license *(616.632.7100)*
 - ☐ City Clerk permit *(616.456.3010)*
 - ☐ Grand Rapids Fire Department inspection *(616.456.3900; day of for outdoor cooking and/or tents)*
- ☐ Liquor license
 - ☐ Grand Rapids Police Department Vice approval *(616.456.4800; due 30 days before event date)*
 - ☐ MLCC license
 - ☐ Liquor liability insurance
 - ☐ City Clerk approval *(616.456.3010)*
- ☐ Private security
- ☐ Grand Rapids Police Department
- ☐ Amplified noise plan
- ☐ Parking management plan
- ☐ Emergency action and severe weather plan
- ☐ OSE equipment rental
- ☐ Grand Rapids Fire Department inspection *(616.456.3900)*
- ☐ City of Grand Rapids building/mechanical (tent or heater) inspection *(616.456.4100)*
- ☐ Michigan State Environmental inspection *(800.662.9278)* and/or Department of Natural Resources *(269-685-6851)*
- ☐ OSE Event Planning and Review Committee meeting *(90 days before event date after submission of application)*
- ☐ Written approval of application *(can begin to advertise your event date and location)*
- ☐ OSE pre-event review meeting *(30 days before event date)*
- ☐ Event invoice paid in full *(prior to scheduled event date)*

Special Event Permit Application

201 Market SW 2nd Floor • Grand Rapids, MI 49503 • 616.456.3378 • GRcity.us • specialevents@grcity.us



General Event Information

Name of Event _____

Event Organization/Sponsor _____

Billing Contact _____

Billing Address _____

Street

City

State/ Zip Code

Event Coordinator _____ E-mail _____

Mobile Phone _____ Business Phone _____

Estimated Attendance _____ Cost to Attend This Event (Suggested Donations Included) _____

What Category Best Describes Your Event?

Find a detailed description of event categories in the **OSE Planning & Resource Guide**. Please note, the Office of Special Events reserves the right to make the final determination of your event category

- ☐ Commercial - costs to participate or attend; a ticketed or fundraising event
☐ Community - completely free and open to all members of the public

Event Day(s) and Date(s) _____

Event Start Time _____ Event End Time _____

Actual Run/Walk/Race Start Time _____ Actual Run/Walk/Race End Time _____

Set Up Day & Date _____ Time _____

Take Down Day & Date _____ Time _____

Site _____ (To rent park shelters, contact Parks & Recreation 616.456.3696)

Race/Walk? ☐ Yes ☐ No Sidewalk Closures? ☐ Yes ☐ No Street Closures? ☐ Yes ☐ No Meter Hoods? ☐ Yes ☐ No

GRPD Requested? ☐ Yes ☐ No Alcohol Served/Sold? ☐ Yes ☐ No OSE Rental Equipment? ☐ Yes ☐ No

Tents? ☐ Yes ☐ No Inflatables/Bounce Houses? ☐ Yes ☐ No Animals Allowed? ☐ Yes ☐ No

Fireworks/Pyrotechnics/Open Flame? ☐ Yes ☐ No If yes, which one: _____

General Event Description (Please include the purpose of the event) _____

Event Day Contact (on-site during the time your event is in progress in case of an emergency)

Day of Contact _____ Title _____

Mobile Phone _____ Email _____

Event Website/Facebook Page _____

Certificate of Insurance

Please see OSE Planning & Resource Guide for requirements

A special events permit will not be issued without insurance.

- ☐ My Certificate of Insurance is included with this application
- ☐ I will be applying for the TULIP Program
- ☐ I will submit the COI 30 days prior to the event setup date

Site Map and Route Diagram

Please see OSE Planning & Resource Guide for requirements

Applications submitted without a site map or route diagram with written detail will not be accepted.

- ☐ My site map and/or route with required areas demarcated is attached
- ☐ Written details for your run, race, walk or bike event is attached

Event Timeline

Please list the specific activities that will occur during your event including the time and location for each activity. These items should be demarcated on your site map/route diagram. Please attach a separate sheet if more lines are needed.

Activity	Location	Time/Duration

Activity	Location	Time/Duration

Activity	Location	Time/Duration

Community Notification

Please see OSE Planning & Resource Guide for requirements

Please note that the special events permit will not be issued until your required community notification obligation is fulfilled.

- ☐ I have you notified residents and businesses about my event
- ☐ I plan to notify businesses and residents about my event
When/Date _____ How/Method _____
- ☐ A copy of my community notification message is attached
- ☐ My community notification list with contact information is attached

Traffic Safety/Street Closures

Streets or sidewalks can be closed for special events to provide safety for attendees and a clear definition of your event area. Please attach the written details of the streets and/or sidewalks you wish to close including to/from points.

- Street Closures Requested? ☐ Yes ☐ No Sidewalk Closures Requested? ☐ Yes ☐ No
- ☐ Written details of my requested street closure are attached
 - ☐ My street closures are demarcated on my site map

Parking Services

Please see the OSE Planning & Resource Guide for requirements

Please note that you will need to contact Parking Services directly for their services.

- ☐ My Parking Plan is attached
- ☐ I will need Meter Hoods
- ☐ I will need a Ramp/Surface Lot Closure
- ☐ I will need to purchase validation tickets

Recycling and Refuse Clean-Up Plan

Please see the OSE Planning & Resource Guide for requirements

- ☐ I am using City Services
- ☐ I am using a private company
- ☐ Locations are demarcated on my Site Map

Refuse Removal Company: _____ Phone Number: _____

Drop Off Date/Time: _____ Pick-Up Date/Time: _____

Restroom Facilities

Portable Bathroom Company: _____ Phone Number: _____

of Portable Bathrooms _____ # of Handicap Units _____ # of Event Attendees _____

Drop Off Date/Time _____ Pick-Up Date/Time _____

Restrooms are demarcated on my Site Map ☐ Yes ☐ No

Tents

Will there be tents at your event? ☐ Yes ☐ No Number of tents? _____

If yes, will your tents be larger than 20 x 20? ☐ Yes ☐ No Will your tents have a heating or cooling system? ☐ Yes ☐ No

Will there be cooking near any tents? ☐ Yes ☐ No Tent sizes and locations are demarcated on my Site Map ☐ Yes ☐ No

Tent Company: _____ Telephone Number: _____

Food, Beverage (Alcohol) and Merchandise Vendors

Please see OSE Planning & Resource Guide for requirements

Will food be served? ☐ Yes ☐ No Will food be cooked/prepared on site? ☐ Yes ☐ No Will food be sold? ☐ Yes ☐ No

Will food trucks or trailers vend/serve? ☐ Yes ☐ No Will food or merchandise be sold/served in a City street? ☐ Yes ☐ No

Please list all vendors with contacts for your event: _____

Will alcohol be served? ☐ Yes ☐ No Will alcohol be sold? ☐ Yes ☐ No Will alcohol be consumed? ☐ Yes ☐ No

Please list the alcohol distributors or vendors with contacts that you will use for your event: _____

Security Plan

Private Security Company: _____ Phone Number: _____

Primary Contact: _____ Email: _____

of Security Guards _____ Overnight Security? ☐ Yes ☐ No Emergency Action & Severe Weather Plan attached? ☐ Yes ☐ No

Grand Rapids Police Department presence requested? ☐ Yes ☐ No

If GRPD is required, they will provide law enforcement services in connection with your event, including the enforcement of all laws and local ordinances and the required documentation. GRPD personnel will maintain the peace and tranquility of the community, but will NOT enforce rules, policies, or procedures of your event. GRPD will NOT be agents of your event and sole control of all personnel, equipment, and facilities will remain with GRPD.

Amplified Sound & Noise Control Plan

Will any sound amplification equipment or public address system be used at the event? ☐ Yes ☐ No

If yes, please indicate on the site plan the locations of the stages and sound system, locations and directions of all speakers and the proximity to residential areas.

Amplified sound will be used from _____ AM to _____ AM (NOT BEFORE 7 AM AND NO LATER THAN 10 PM)
Sound Company _____ Email _____
Contact Name _____ Mobile _____

Additional Inspections

See the OSE Planning & Resource Guide for requirements.

City Services and Outside Agencies

Depending on the type of event, the City of Grand Rapids may require additional permits, licenses, inspections or approval processes. Copies of these permits or licenses and confirmation of approval must be submitted to the OSE 30 days prior to the event date. If the answer is 'YES' for any item listed below, you must contact the corresponding department or agency and may need to fill out paperwork to obtain the proper permit or license. Failure to obtain proper permits and licenses 30 days before your event date may result in the cancellation of your event.

- ▶ Alcohol sold, served or consumed: Liquor License MLCC 1.866.813.0011; Grand Rapids Police Department Vice Unit 616.456.4833; City Clerk's Office 616.456.3017; Parks & Recreation 616.456.3696
- ▶ Food prepared/served/sold onsite: Food Service Establishment License Kent County Health Department 616.632.7100; GRFD 616.456.3900
- ▶ Merchants vending in/on City streets: Transient Merchant License City Clerk's Office 616.456.3010
- ▶ Block Parties, Street Closures, Cones and Barricades: Traffic Safety 616.456.3066
- ▶ Food Truck Permits and Licenses: City Clerk's Office 616.456.3010
- ▶ Fireworks/Pyrotechnics/Bounce Houses/Hot Air Balloons/Regattas: GRFD 616.456.3900
- ▶ Building/Tent and Mechanical Inspections: Development Center 616.456.4100
- ▶ Michigan Department of Environmental Quality (MDEQ): 1.800.662.9278; Department of Natural Resources 269.685.6851
- ▶ Electrical, Mechanical, and Plumbing Permits or Zoning Approval will require a separate permit and inspection <http://grcity.us/design-and-development-services/Development-Center/Pages/Forms-and-Applications>

Equipment Rental

Please see OSE Planning & Resource Guide for requirements

Please provide an accurate request for equipment rental as you will be charged for any equipment that is requested and delivered whether you use it or not. Failure to abide by the rules and regulations may result in damage fines being assessed or revocation of your permit. Please note, you will be responsible for replacing any loss, damaged or not returned OSE rental equipment.

Please fill in the "Quantity" column below to specify your equipment rental needs

Equipment	Inventory	Dimensions	Rental Fee	Quantity	Notes
Showmobile Stage	2	28' x 14' 6"	\$600 plus OSE Labor		
Stage extensions rented with stage	28	4' x 8'	\$25 each		
Bleachers 180 seats	6	34'9" x 17'9" x 13'	\$500 each		
Bleachers 50 seats	1	15' x 9'	\$250		
Bleachers 30 seats	1	15' x 5'	\$250		
P.A. System (2 speaker; battery)	1	-	\$200		
P.A. System (1 speaker; battery)	1	-	\$200		
P.A. System (electric)	1	-	\$200		
Podium w/mic	1	-	\$100		
Power Boxes (not a power source)	17	-	\$80 each		
Electric Cord Covers	26	20" x 36"	\$10 each		
Metal Crowd Control Fencing	108 21	111-4'x8' sections 20-4'x6' sections	\$10/each or \$700 for trailer		
Drum Risers	10	3' x 5' x 10'	\$15 each		
Stage Risers w/ stairs	2	4' x 8' x 3'	\$40 each		*only 1 set of stairs available
Blue Grand Rapids City Logo Tents	12	15' x 15'	\$150 each		
Blue Tent Sidewalls (per kit)	7	7' x 15'	\$50		
Tables (10 minimum)	49	2' x 6'	\$7 each		
Narrow Tables (10 minimum)	25	6' x 18"	\$7 each		
Round Tables (6 minimum)	12	60"	\$10 each		
Stacking Chairs (25 minimum)	168	-	\$1 per chair		
Black Folding Chairs (25 minimum)	191	-	\$1 per chair		
White Folding Chairs (25 minimum)	99	-	\$1.30 per chair		

Please note: All fees listed above are Commercial Rate, please see our Planning & Resource Guide for Community Rates and guidelines. All fees are subject to change without notice - For questions about OSE equipment, please call 616.780.8831

Special Event Application Submission Signature Sheet

By signing this form you are stating that you have read the OSE Planning & Resource Guide, the application is complete and all attachments included. Your application will be reviewed by the Office of Special Events and additional City of Grand Rapids Departments that will be involved in providing services or permits for your event. **You will be notified of the status of your submitted application and required to attend a Special Events Review Committee meeting in order to receive a permit for your event.** All incomplete applications will not be accepted but will be returned and your event date released which may result in loss of date or location and additional fees. Please note: Submittal of your application does not guarantee approval of your event. After review of your application, your organization may be asked to make some adjustments to your plans based on the availability of staff, equipment, construction and the scheduling of other events. You will not receive your official Special Event Permit until all licenses, fees and notifications that are listed on the Special Event Checklist have been processed and you have met with the Special Events Review Committee. Please do not advertise your event until you have written approval and acceptance of your event application.

A \$100 non-refundable and non-transferable application fee is due with the-submission of this application or your application will not be accepted and your event date and location released. **Event fees are listed in the OSE Planning & Resource Guide and are subject to change.** You will receive an invoice via email at which time all site rental, license and permit fees must be paid to the City of Grand Rapids Treasurer prior to your event. As stated in the OSE Planning & Resource Guide, **you and the business or organization applying for the special event permit will be responsible for any damages to or repairs** needed for the event site, rental equipment or any other property affected by your event.

Name of Event _____

Event Coordinator _____

Day(s) & Date(s) of your event _____

Location(s) of your event _____

Authorized Signature _____ Date _____

By signing and dating above, I am stating that I have read through and completed all sections of the application that pertain to my event, included all required attachments, that all my statements are true and I take full responsibility for any damages caused by my event.

I also understand that approval of this application is not final until I have received written confirmation from the Office of Special Events.

Internal Use Only

Application Submission Date: _____

Recurring _____ New Event _____

Commercial _____ Community _____

Special Event Permit Application

201 Market SW 2nd Floor • Grand Rapids, MI 49503 • 616.456.3378 • GRcity.us • specialevents@grcity.us